

Date: 21 May 2024

Ref: BVITB/PM 1/2024 “Supply and Installation of Office Furniture for Main Office”

REQUEST FOR QUOTATION

The British Virgin Islands Tourist Board and Film Commission (BVITB) now invites quotations for the Supply and Installation of Office Furniture for its main office in the COCOPLUM building, located at Port Purcell, Tortola, British Virgin Islands.

Application for Document

Tender documents will be available from **Tuesday, 21st May 2024**, on weekdays between 9:00 am to 4:00 pm. Tender documents will be sent to tenderers electronically upon request to procurement@bvitourism.com with the subject title **“Supply and Installation of Office Furniture for BVITB Main Office”**. Tenderers are advised that the destination mailbox is NOT automated to send tenderers a dated and time acknowledgement of receipt and delivery of their message. Therefore, tenderers should not assume that their email has been safely received and it is the responsibility of the tenderer to follow up with the Product Manager using the contact information below if an acknowledgement of receipt is not received within two (2) working days of submission of their email. Under no circumstance will the BVITB be responsible for non-receipt of documents by a tenderer.

Address for Correspondence Only

Product Manager
BVI Tourist Board & Film Commission
Road Town, Tortola
British Virgin Islands, VG 1110
Tel: (284) 852-6020 / (284) 542-0079
Email: procurement@bvitourism.com

Pre-Tender Meeting

A pre-tender meeting and site visit is scheduled for **Monday, 27th May 2024** at 11:30 am. All prospective tenderers are invited to attend.

Submission of Tenders

All tenders must be deposited in the Tender Box at the Ministry of Finance (Procurement Unit), 2nd Floor, Rita Frett Georges Bldg., Waterfront Drive, Road Town, Tortola, British Virgin Islands, by the bearer no later than **11:00 am on Tuesday, 4th June 2024**. Tenders will not be received after tender box is closed.